



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/24/80	1. Agency Address GEORGIA DEVELOPMENT AUTHORITY P.O. BOX 1979 ATLANTA, GEORGIA 30301	Application Number 80-282	
Application Number 1 & 3		Date Received MAY 23 1980	Date Completed JUN 23 1980
2. Person to Contact Byron Kirkland		Working Title President and General Manager	Telephone Number 656-7547
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1960 to date		5. Records Series Title (followed by title used in office; if different) APPROVED FARM LOAN APPLICATION FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Development Authority services and guarantees farm real estate loans primarily for Georgia banks. The Authority is responsible for taking loan applications, making appraisals and closing loans. The Authority collects and remits payments to the lenders and services the loans for insurance coverage, partial releases of lien and any other necessary activity.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving, appraising, and approving requests for farm loans. Included are: Loan Application, appraisal reports, credit reports, approval-commitment forms, promissory notes, insurance policies (life, property, and title), Deed to secure debt, lender agreements, and related correspondence between borrower and lender. Also included may be account ledger card which reflects repayment dates and amounts. File is arranged: alphabetically by applicants sur-name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>3</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 20 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

active-pending repayment

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

When loan is paid in full, remove from active file and place in inactive file; cut off inactive file at end of each fiscal year, hold in inactive file area 1 year; then transfer to State Records Center, hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Kenn Short</i>	5.22.80		

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>	6-20-80
Secretary of State/Designee	<i>Carroll Hart</i>	6-18-80
Attorney General/Designee	<i>[Signature]</i>	6.20.80